

Informational Bulletin

TO: LP Gas Dealer/Installer/Supplier

FROM: Floyd Van Cook
Executive Director

SUBJECT: Liquefied Petroleum Gas License

KRS 234.120 states that anyone who desires to engage in the LP gas business must obtain a license from the State Fire Marshal's Office. Please find enclosed an application for license to engage in the LP gas business for Kentucky. In this application you will notice five (5) license categories. Please read the categories carefully before selecting your specific license. Please make note: If you are applying for an "A" "B" or "C" license, you must also obtain a permit to install the LP gas tanks before the LP Gas license can be issued. If you need more information on the installation permit please contact Deanna Cole at 502-573-0382 extension 420.

Selecting the correct license. A few examples and guidelines are listed below:

- 1) If you **maintain** an LP Gas **storage facility with 18,000-gallon minimum capacity** within the Commonwealth of KY or within 50 miles of the Kentucky borders. You will need to apply for license **"A"**.
- 2) If you **fill or deliver** D.O.T. portable **containers/cylinders of 100 lbs. or less. You will need to** apply for license **"B"**.
- 3) If you **fill** D.O.T. portable **containers/cylinders of 45 lbs. or less. You will need to** apply for license **"C"**.
- 4) If you will have a **cylinder exchange units**. You will need to apply for license **"D"**.
- 5) **L.P. Gas Heating/Air Conditioning work** is covered under license **"E"**, except that companies or persons engaging in these activities who hold a valid Kentucky Master HVAC license are not required to also maintain a category "E" L.P. gas license.

The following information must be received before an LP Gas license can be issued:

- 1) Completed **application form**. (You must submit a completed **application for each location.**)
- 2) A **"Certificate of Insurance"** from an Authorized Insurance Carrier must be received before a license can be issued or renewed. **The Certificate Holder shall be listed as:** Department of Housing, Hazardous Materials Section, 101 Sea Hero Road Suite 100, Frankfort KY 40601-5405. *NOTE: Insurance Declarations or Binders are not accepted.*
- 3) Check or money order for the cost of the license fee made **payable to the "Kentucky State Treasurer"**.

If our office can be of any assistance, please feel free to call upon Shawwna McMichael at (502) 573-0382 ext. 418. Please mail all the required information to:

**Office of Housing, Buildings & Construction
Hazardous Materials Section
101 Sea Hero Rd Ste 100
Frankfort KY 40601-5405**

License Description & Fee Schedule

Liquefied Petroleum (LP) Gas License – Permit to engage in the liquefied petroleum gas and/or liquefied petroleum gas equipment business within the Commonwealth of Kentucky. KRS 234.120 (Changes effective March 2, 2000)

License “A” – Beginning on January 1, 2002, the fee for this license shall be \$200.00, and the license shall be issued for a period of two years. Renewals will be in **even numbered years**.

*Selling or delivering to the ultimate consumer or user of liquefied petroleum gas; selling liquefied petroleum gas regulating equipment; repairing, installing, or connecting of containers, liquefied gas appliances or liquefied petroleum gas utilization equipment; or filling of D.O.T. liquefied petroleum gas containers for ultimate consumer or wholesale dealer. In-state liquefied petroleum gas dealers, except those holding a valid license on July 1994, shall maintain a liquefied petroleum gas storage facility with an eighteen thousand (18,000) gallon minimum capacity within the boundaries of Kentucky. Out-of-state liquefied petroleum gas dealers, except those holding a valid license on July 15, 1994, shall maintain an eighteen thousand (18,000) gallon minimum capacity liquefied petroleum gas storage facility within fifty (50) miles of the Kentucky border. All facilities for the storage only of liquefied petroleum gas for resale within a radius of twenty (20) miles of an office or place of business shall be considered a part of the office or place of business and shall not be required to obtain a separate license. **The minimum liability insurance for this license shall be one million dollars (\$1,000,000.00).***

License “B” - Beginning on January 1, 2002, the fee for this license shall be \$100.00, and the license shall be issued for a period of two years. Renewals will be in **even numbered years**.

*Selling or delivering liquefied petroleum gas in pre-filled or filled-on-site containers of one hundred (100) pounds liquefied petroleum gas capacity or less; selling of liquefied petroleum gas regulating equipment; assembly, repairing, installing or connecting of liquefied petroleum gas containers, liquefied petroleum gas appliances, or any liquefied petroleum gas utilization equipment. **The minimum liability insurance for this license shall be five hundred thousand dollars (\$500,000.00).***

License “C” - Beginning on January 1, 2002, the fee for this license shall be \$100.00, and the license shall be issued for a period of two years. Renewals will be in **even numbered years**.

*Selling or filling of D.O.T. liquefied petroleum gas containers of forty-five (45) pounds or less capacity, or selling liquefied petroleum gas at a specific site for use as a motor vehicle fuel. **The minimum liability insurance for this license shall be five hundred thousand dollars (\$500,000.00).***

License “D” – Beginning on January 1, 2001, the fee for this license shall be \$50.00, and the license shall be issued for a period of two years. Renewals will be in **odd numbered years**.

*Storing, for resale, liquefied petroleum gas in D.O.T. containers of forty-five (45) pounds or less capacity, or selling D.O.T. containers, storage cabinets, racks, docks, for storage of forty-five (45) pound capacity or less. **The minimum liability insurance for this license shall be one hundred thousand dollars (\$100,000.00).***

License “E” - Beginning on January 1, 2001, the fee for this license shall be \$50.00, and the license shall be issued for a period of two years. Renewals will be in **odd numbered years**.

*Assembling, repairing, installing, or connecting of liquefied petroleum gas containers, or regulating equipment, or liquefied petroleum gas appliances, or any liquefied petroleum gas utilization equipment. **The minimum liability insurance for this license shall be five hundred thousand dollars (\$500,000.00).***



**Environmental and Public Protection Cabinet
Office of Housing, Buildings and Construction
Hazardous Materials Section
101 Sea Hero Road, Suite 100
Frankfort, Kentucky 40601-5405
Telephone: (502) 573-1702 Fax: (502) 573-1004**

LICENSE APPLICATION TO ENGAGE IN THE LIQUIFIED PETROLEUM (LP) GAS BUSINESS

The undersigned hereby applies for a license to engage in the liquefied petroleum gas and/or liquefied petroleum gas equipment business within the Commonwealth of Kentucky in accordance with KRS 234.120.

☐ New LP Gas Dealer ☐ New Owner (Previous License Number _____)

Type of LP Gas License Applying For:

☐ "A" license - \$200.00 ☐ "B" license - \$100.00 ☐ "C" license - \$100.00 ☐ "D" license - \$50.00 ☐ "E" license - \$50.00

1. Location Name (d.b.a.): _____

If the name has changed, what was it previously name: _____

Location Street Address: _____

City: _____ County: _____ State: _____ Zip: _____

Location Telephone #: _____ Location Fax #: _____

Federal Tax ID #: _____

☐ The above location is owned by a sole proprietorship or partnership. Birth month of an owner is: _____

☐ The above location is registered with the Kentucky Secretary of State as a Kentucky Corporation or Limited Liability Company (LLC). Month of registration with the Kentucky Secretary of State: _____

2. Owner of Location: _____

If change of ownership, what was previous owner's name: _____

Owner's Street Address: _____

City: _____ State: _____ Zip: _____

Owner's Telephone #: _____ Owner's Fax #: _____

Name of Contact Person: _____



3. Name of Supplier: _____
Address: _____
City: _____ State: _____ Zip: _____
Supplier Telephone #: _____ Supplier Fax #: _____

4. **This only applies to license type "A".**

Does this location have a satellite: ☐ Yes ☐ No **Explanation:** Facilities used for the **storage only** of liquefied petroleum gas for resale within a radius of twenty (20) miles of an office or place of business shall be considered a part of the office or place of business and shall not require a separate license.

Address of Satellite Location: _____
City: _____ County: _____ State: _____ Zip: _____

5. **This only applies to license type "A" "B" & "C".**

Gallon Size of tanks\vessels: _____

Number of Tanks: _____ Number of Bulk LP Gas Vehicles: _____

6. A "***Certificate of Insurance***" from an Authorized Insurance Carrier must be received before a license can be issued or renewed. The Certificate Holder shall be listed as: Office of Housing, Buildings & Construction; Hazardous Materials Section, 101 Sea Hero Road, Suite 100, Frankfort Kentucky 40601-5405. **NOTE: Insurance Declarations or Binders are not accepted.**

Name of Insurance Agent: _____
Street Address of Insurance Agent: _____
City: _____ State: _____ Zip: _____
Telephone #: _____ Fax #: _____
Name of Contact Person: _____

Date: _____ **Signature:** _____

Title: _____

All required information: application, Certificate of Insurance, and check/money order payable to the Kentucky State Treasurer must be received before a license can be issued. Mail all of the required information to:

**Office of Housing, Building and Construction
Attn: Hazardous Materials Section
101 Sea Hero Road, Suite 100
Frankfort, Kentucky 40601-5405**